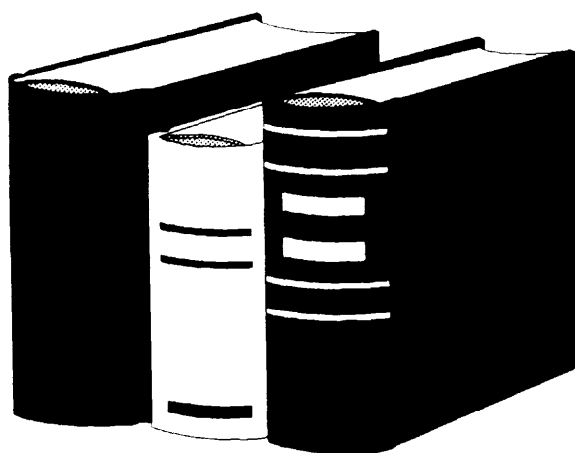


**REPAIR AND ALTERATIONS
PROGRAM DESK
GUIDE
1993**



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REPAIR AND ALTERATIONS ABBREVIATIONS

ABBREVIATIONS,
ACRONYMS

DESCRIPTION

A-E	Architect Engineer
AMG	Asset Management Guide
ARA	Assistant Regional Administrator
ASID	Accounting System Identification Number
B/A	Budget Activity
BER	Building Engineering Report
COR	Contracting Officers Representative
COTR	Contracting Officers Technical Representative
D&C	Design and Construction Division
DFA	Decision Factor Analysis
EA	Environmental Assessment
EIS	Environmental Impact Statement
FBF	Federal Buildings Fund
FPMR	Federal Property Management Regulations
GSA	General Services Administration
HBPP	Historic Building Preservation Plan
IBAA	Intrabudget Activity Authorization
LX	Line Item
MVB	Most Vulnerable Building
NEAR	National Electronic Accounting and Reporting System
NCR	National Capital Region
NOA	New Obligational Authority
OMB	Office of Management and Budget
PA	Project Authorization
PAC	Planning Advisory Committee
PBS	Public Buildings Service
PBS/IS	Public Buildings Service/Information System
PCN	Project Control Number
PDS	Prospectus Development Study
PPRB	Planning and Project Review Board

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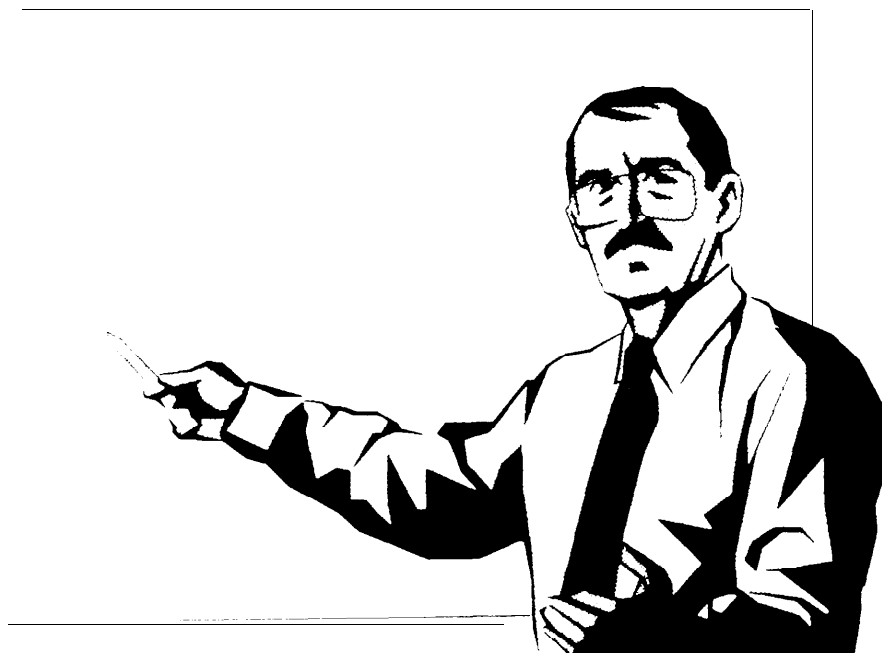
REPAIR AND ALTERATIONS ABBREVIATIONS

ABBREVIATIONS,
ACRONYMS

DESCRIPTION

PWCs	Public Works Committees
RACATS	Repair and Alteration Construction Automated Tracking System
R&A	Repair and Alteration
RED	Real Estate Division
RFP	Request for Proposal
RPB	Reinvestment Program Brochure
RPMS	Real Property Management and Safety
RWA	Reimbursable Work Authorization
U.S.C.	United States Code
WI	Work Item

INTRODUCTION



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INTRODUCTION

An extensive and varied building inventory requires constant maintenance, repair, alteration and reinvestment to protect the value of these capital assets, to continue their income producing potential, and to ensure mission continuity of the clients. In order to achieve these goals while receiving the best value for the taxpayers' investment, program processes and a professional staff are necessary to identify, schedule, plan, order, manage, control, and accomplish Repairs and Alterations (R&A) work.

These work requirements are based on engineering inspections of Government-owned and selected leased buildings in GSA's inventory. Buildings are inspected and the systems, equipment, finishes and features are evaluated for their current state of repair, remaining life expectancy, and conformance with current public laws, regulations, and technical criteria.

Upon completion of the inspection and evaluation, a series of specific work items is identified. They have a preliminary scope of work, budget cost estimate, and a construction year within the 5-year plan prepared. The data is input to the computerized work scheduling system and includes both prospectus and non-prospectus R&A projects. New work is identified and input annually through the required building inspections and work is removed from the inventory when completed.

Core staff requirements are based on the project identification and development activities, planning and budgeting of resource needs, funds control and management, contract administration, and information resources processing. Building inspections are contracted out (1) where they are cost effective within available fiscal resources, and (2) they are mandatory where a prospectus project is planned regardless of the building size.

Work is issued to the delivery offices (Design and Construction, Real Estate, Contracts, field offices and delegates) for design, if necessary, bid solicitation and award. R&A validates, manages, and controls resources for pre-bid, contract award, contingencies, claims, and final settlement. Projects are funded in the R&A account's no-year budget activities (B/A) 54 for non-prospectus and (B/A) 55 for line item prospectus work.

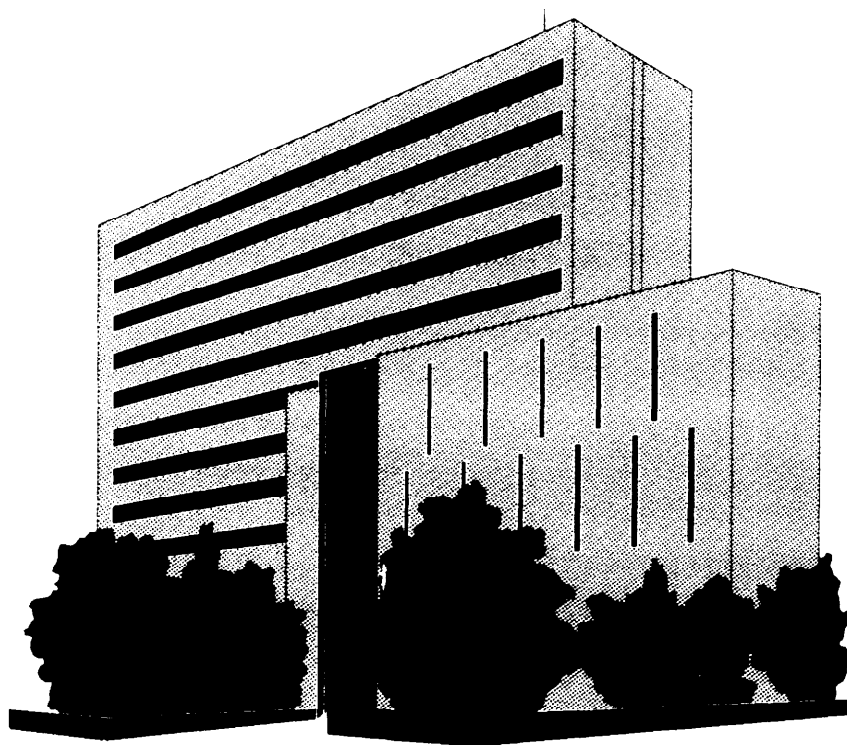
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Prospectuses are defined, developed, and authorized through the PBS Capital Investment and Leasing Program. Projects are identified through BERs, formulated by PDSs, and presented as prospectuses to the PPRB, Commissioner - PBS Administrator - GSA, OMB and the PWCs. They are included in the budget request and appropriated on a line item basis. Funds are controlled through the administrative procedures of the agency.

R&A is the engineering element of the Real Property Management and Safety organization and are, therefore, the property managers' in-house experts in dealings with contractors, service providers, consultants, and project delivery organizations. They are there to ensure that the owners (taxpayers) and managers (PBS) interests are adequately protected.

This desk guide describes and illustrates R&A processes and procedures, includes a list of manuals and guidance applicable to the program, and defines terms used in the processes, procedures, and guidance.

PROCESS



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PROCESS

1. **General:** Repairs and Alterations (R&A) are carried out under the authorities of the Public Buildings Act of 1959.
2. **Basic objectives:**
 - a. Timely repairs to ensure continuity of operations.
 - b. Space alterations for client agencies mission needs.
 - c. Improvements for efficient and economic utilization, operation and management.
 - d. Modernization for long-term housing of Federal agencies.
3. **Scope:**
 - a. The R&A program funds construction costs of repairs, remodeling, improvements, and extensions exceeding \$10,000.
 - b. Nonrecurring alterations in excess of the prospectus limitation require;
 - (1) An authorized prospectus, and
 - (2) A line item appropriation.
4. **Funding:**
 - a. B/A 54 funds all recurring work or nonrecurring work below the prospectus limitation,
 - b. B/A 55 funds prospectus level projects.

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- c. B/A 90 funds design, management and inspection. BERs, PDSs, and other PBS studies.
- d. B/A 53 funds leased swing space alterations.
- e. B/A 61 funds telecommunications and moving.
- f. B/A 80 funds above standard alterations

5. **Practices:**

R&A program activities are defined in four processes:

- a. Work identification
- b. Program development
- c. Project accomplishment
- d. Prospectus planning

6. **Management controls:**

- a. Work identification through scheduled engineering inspections by:
 - (1) In-house R&A staff
 - (2) Contract architect-engineer firms
- b. Work scheduling and programming by:
 - (1) Priority order in data base
 - (2) Current year need and 5-year plan
 - (3) Work item inventory reviews

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- c. Work requests and delivery orders to:
 - (1) Field offices
 - (2) Design and Construction
 - (3) Real Estate
 - (4) Delegatee agencies
- d. Prospectus requirements and approval by:
 - (1) Contract Building Engineering Reports
 - (2) Prospectus Development Studies
 - (3) Prospectus submission
 - (4) PBS evaluation
 - (5) OMB and PWC authorization
- e. Resource allocation and performance through:
 - (1) B/A 54 workload model
 - (2) B/A 54 quarterly/annual Performance measures
- f. Line item program by:
 - (1) B/A 55 allowances (ASIDs, PCNs, WIs, LIs)
 - (2) B/A 55 award schedules, NEARs reports

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- (3) Cost escalation procedures
- (4) Identification of savings processes
- (5) Construction phase on-site evaluations.

STAFFING



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STAFFING

1. **General:** A professional and technical staff of architects, engineers, budget analysts and program analysts carry out R&A functions.
2. **Staffing levels:** Total staff requirements are determined by functions, regional building inventory size and direct-funded and reimbursable workload.
 - a. Direct-funded workload is established by:
 - (1) Determining square footage of space categories (office, storage, special and support) in all R&A responsibility buildings,
 - (2) Calculating weighted square footage in each state by multiplying the space category amounts by the FBF rent construction ratios,
 - (3) Totaling the weighted space categories in each region, and
 - (4) Comparing total workload units to staffing criteria for direct positions (Exhibit 2a).
 - b. Reimbursable workload is established by comparing the 5-year average of reimbursable obligations to staffing criteria (Exhibit 2b).
3. **R&A program functions for engineering and program functions are shown in Exhibit 2c:**

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STAFFING CRITERIA - DIRECT

WORKLOAD UNITS (IN MILLIONS)	BRANCH CHIEF	<u>ENGINEERS</u>	<u>ANALYSTS</u>	<u>CLERICAL</u>
Up to 15.0 GSF		3	1	1
15.1 - 20.0 GSF		5	1	1
20.1 - 30.0 GSF		8	2	1
30.1 - 40.0 GSF		10	2	2
40.1 and above		12	3	2

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STAFFING CRITERIA - REIMBURSABLE

5 year average
obligations
(In Millions)

STAFFING

<u>Obligations</u>	<u>Engineers</u>	<u>Analysts</u>	<u>Clerical</u>
\$ 3 to \$20	0	0	0
\$20.1 to \$40	1	0	1
\$40.1 and over	1	1	1

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BRANCH FUNCTIONS

Schedule/conduct BERs

Conduct engineering surveys

Act as COR or COTR on BERs

Coordinate review and approval of BERs

Identify R&A work

Prepare budget estimates

Combine work items into projects

Prioritize projects

Schedule work items

Participate in agenda staff meetings

Present prospectus projects for approval

Coordinate project initiation and delivery timeframes

Review project design and studies

Monitor construction projects for scope integrity

Validate project change order technical requirements

Develop project escalations

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Develop special programs, high-rise firesafety, seismic, etc.

Receive/review reimbursable work authorizations

Participate in regional field office inspections

Evaluate field office project requests

Maintain computer data base

Input and update building evaluation schedules

Maintain facility record files

Provide data to field office/tenant

Issue project authorizations

Develop allowance requests

Manage project/program funds

Prepare procurement requests

Validate and approve funding/prepare obligating documents

Verify NEARS data

Identify escalations/savings

Recommend financial closeout of projects

Maintain prospectus line item status

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Develop operating budget plans

Input reimbursable work authorizations into data base

Monitor project schedules and changes

Issue IBAAAs

WORK IDENTIFICATION



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WORK IDENTIFICATION

1. **General:**

- a. Identify R&A work in accordance with applicable laws, regulations, policies, procedures, goals and criteria.
- b. Coordinate thoroughly by R&A with:
 - (1) Field Office, District and Facility Support Center Managers
 - (2) Real Property Management and Safety Division
 - (3) Real Estate Division
 - (4) Planning Staff
 - (5) Design and Construction Division
 - (6) Client Agencies

2. **Building Inspections Schedules:**

- a. Program buildings for inspections on a 5-year cycle.
- b. Develop annual inspection plan of buildings.
- c. Establish new inspection date upon completion of current inspection.

3. **Engineering Inspections:**

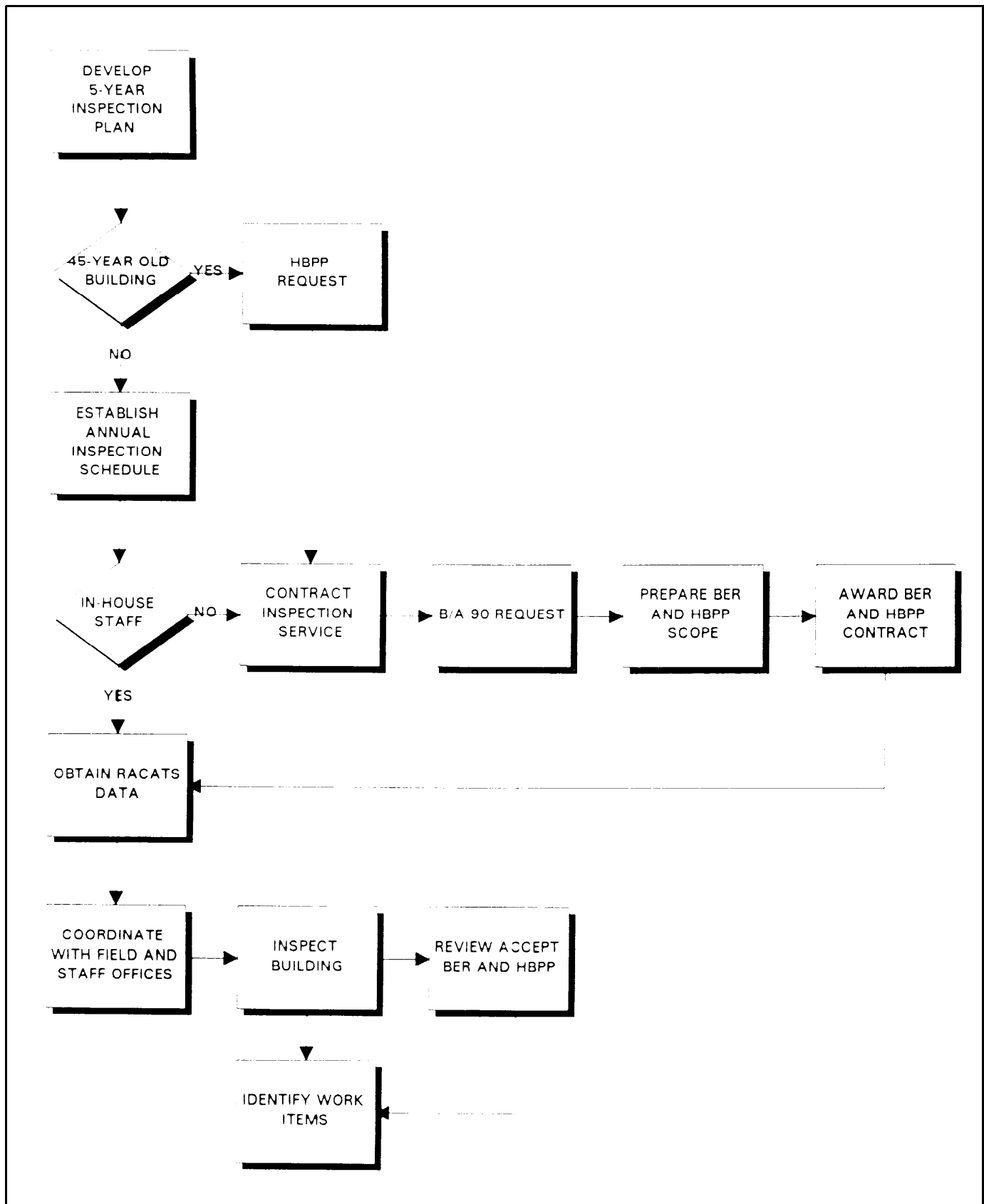
- a. Contact field office to set inspection date.
- b. Obtain building and scheduled work item data.

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- c. Establish inspection method:
 - (1) In-house engineer-in, staff
 - (2) Contract Building Engineering Report.
- d. Meet with field office staff, clients, and inspection team on site.
- e. Discuss current operational deficiencies/conditions.
- f. Conduct thorough top-to-bottom, inside/outside engineering inspection of all systems, spaces, features and finishes.
- g. Determine existing conditions and recommended actions:
 - (1) Age of systems
 - (2) Remaining useful life
 - (3) Corrective actions
 - (4) Estimated costs

4. **Building Engineering Reports:**

- a. Contract engineering evaluation to identify work, recommend corrections, and estimate costs (see BER Training Manual).
- b. Funded by B/A 90.
- c. Identify annual BER resource needs to D&C Division.
- d. R&A Chief, COR/COTR for BERs.
- e. Complete contract BER every 20 years for building class codes 113, 114, 115, 121, and 122. (See Information Systems Training Guide.)



WORK ITEM IDENTIFICATION

PROGRAM DEVELOPMENT



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PROGRAM DEVELOPMENT

1 . Scheduling work:

- a. Work requirements identified are programmed and assigned for accomplishment as:
 - (1) Field office maintenance repairs (B/A 61),
 - (2) GSA Non-prospectus (B/A 54) or prospectus (B/A 55) work, or
 - (3) Delegatee recurring, (B/A 54) work in delegated buildings.
- b. GSA R&A work is assigned a work item, entered in the work scheduling base and assigned on; of the following program areas. (For definitions of programs areas see Information Systems Training Manual):
 - (1) Repairs and improvements
 - (2) Space remodeling
 - (3) Safety and environmental improvements
 - (4) Special programs
- c. Work items also have the following identifiers assigned to them. (See Information Systems Training Manual) :
 - (1) Work category
 - (2) Design and Construction plan years
 - (3) Budget estimate
 - (4) Work requirements description

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- (5) Prospectus or non-prospectus budget activity categories
 - (6) Capitalized designator
- 2. **Non-line item program levels:** Annual program levels are determined by the PPRB.
- 3. **Non-line item annual targets:**
 - a. Regional B/A 54 targets are based on office, storage, special, and support space square footage with R&A responsibility as a percentage of national totals.
 - b. Square footage is summarized by state. State totals are weighted by FBF rent construction ratios:
 - (1) 1.0 for office space
 - (2) 0.7 for storage
 - (3) 1.7 for special
 - (4) 0.9 for support
 - c. State totals are summed by region and divided by the national total to establish each region's percentage.
- 4. **Non-line item program performance measurement:**
 - a. Quarterly program goals are a percentage of obligations to the cumulative allowance:
 - (1) 1st quarter = 70
 - (2) 2nd quarter = 80

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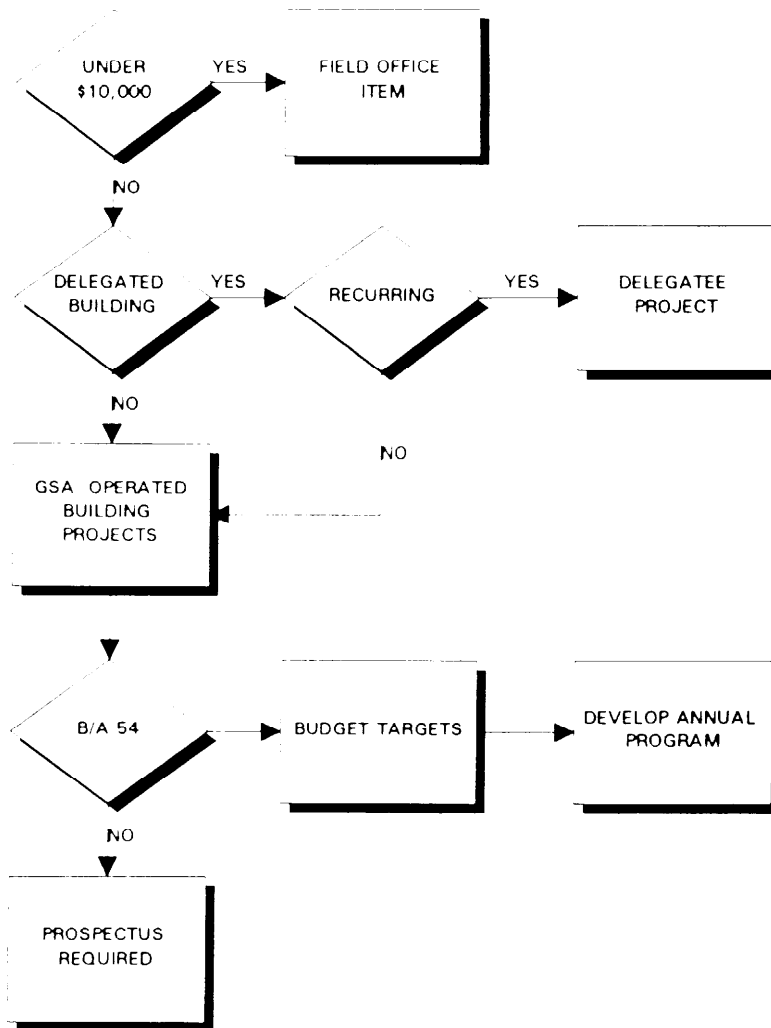
- (3) 3rd quarter = 90
- (4) 4th quarter = 95
- b. Performance progress in meeting the next quarter's goal is analyzed by calculated monthly targets.
 - (1) 1st month = 15%
 - (2) 2nd month = 25%
 - (3) 3rd month = 60%

5. **Programming work:** R&A programming guidelines:

- a. Buildings being kept 5-years or less. Minimal work to maintain the asset and provide clients suitable space with:
 - (1) Adequate lighting, heating, cooling and ventilation;
 - (2) Standard space alterations;
 - (3) One-coat interior paint;
 - (4) Essential exterior repairs;
 - (5) Essential equipment repairs; and
 - (6) Operational safety systems.
- b. Buildings for long-term retention. Extend the useful life, meet clients requirements, achieve public law goals, and promote efficient and economic use of resources with:
 - (1) Power and lighting systems for lighting, office equipment, and circuit demands;

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- (2) Interior finishes and space layouts for client requirements and quality work environments;
- (3) Air-conditioning, heating, ventilating, and plumbing systems for office and support needs;
- (4) Conveyance systems for efficient and safe operations;
- (5) Fire and safety systems for reasonable protection of property and persons;
- (6) Toilet facilities and rest rooms for accessibility;
- (7) Concession facilities where justified by feasibility studies;
- (8) Painting to maintain quality appearances;
- (9) Grounds and approaches to enhance the visual impact within the community;
- (10) Structural soundness and alterations for seismic resistance;
- (11) Weatherproofing to eliminate potential interior damage; and
- (12) Energy efficient systems and environmental protection features for cost effective, safe operation.



PROGRAM DEVELOPMENT

PROJECT ACCOMPLISHMENT



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PROJECT ACCOMPLISHMENT

1. **General:** R&A work is accomplished by field offices, D&C, or Real Estate Division (RED). R&A issues IBAAAs to field offices, project authorizations to D&C, and lump sum fund citations and IBAAAs to RED.
2. **IBAAs:** IBAAAs allow field offices to incur obligations against either B/A 54 or B/A 55.
 - a. Field offices request project funding with a scope of work and estimate.
 - b. R&A evaluates requests, establishes a work item and issues an IBAA.
 - c. Field offices take prompt action to obtain additional funds by an amended IBAA if needed.
 - d. IBAAAs are closed out in NEARS and RACATS when the work is completed.
3. **Monitoring IBAA expenditures:** R&A and the field offices monitor obligations through NEARS to ensure adequate progress and the need for funding to complete the work.
4. **Project Authorization (PA):** The PA is issued to the D&C Division authorizes accomplishment of R&A work.
 - a. The PA provides:
 - (1) Building number, name, and location;
 - (2) Work item number and title;

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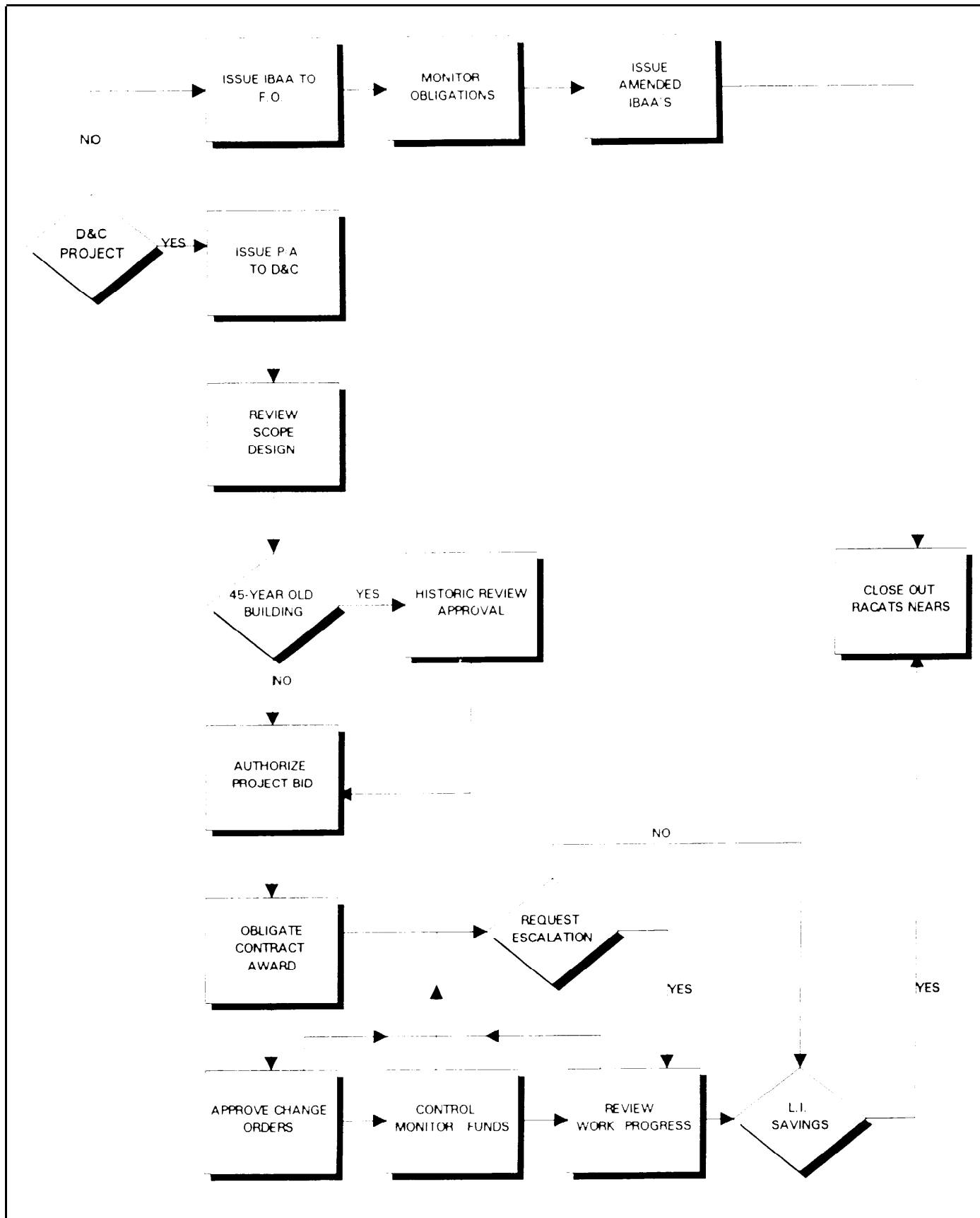
- (3) Work category;
 - (4) Description of the work to be accomplished;
 - (5) Estimated construction cost; and
 - (6) FY for construction.
- b. PAs are issued:
 - (1) When design initiation is directed by Central Office for B/A 55 projects, and
 - (2) To achieve the quarterly performance goals (1st quarter = 70, 2nd quarter = 80, 3rd quarter = 90, and 4th quarter = 95) for B/A 54.
- c. Copies of the PA are maintained on file in the R&A Branch and distributed to other offices as appropriate.

5. **Lump sum payments:**

- a. RED requests funds from R&A for all lease space projects requiring GSA-funded lump sum payments for alterations. The RED request includes:
 - (1) Lessor's offer,
 - (2) Government estimate, and
 - (3) Determination by RED that the work is GSA's responsibility.
- b. R&A prepares and issues an IBAA based on the accepted offer to RED.
- c. R&A submits a copy of IBAA to Finance for entry to NEARS.
- d. RED awards contract.

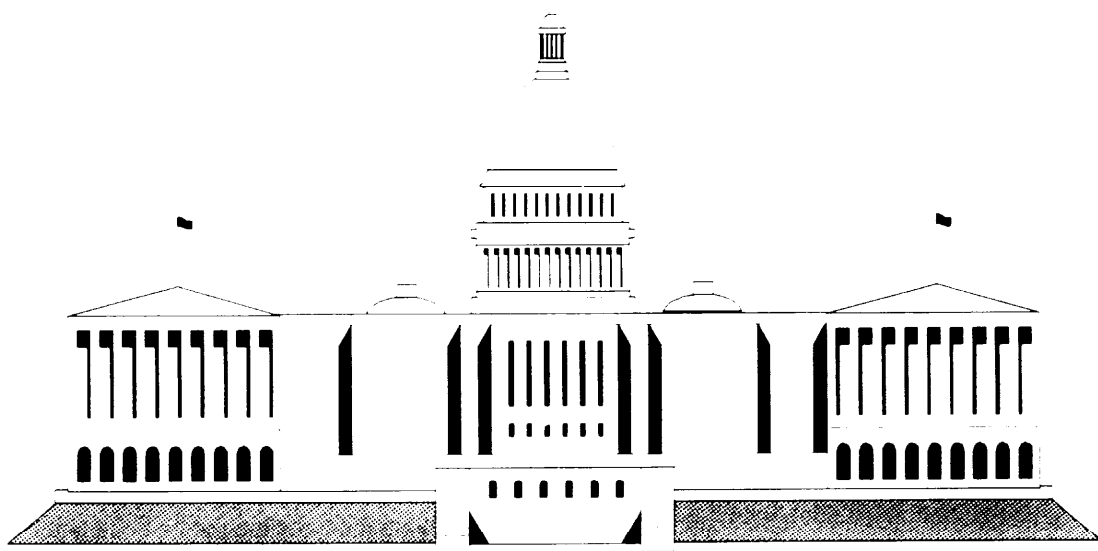
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6. **Design project reviews:** R&A reviews each project at various points to ensure that the work authorized (IBAA, PA, Lump sum, RWA) is being accomplished. Comments are provided to field offices, D&C and RED in writing.
7. **Authorizing bids:**
 - a. Contracts Division obtains funding availability from R&A prior to soliciting bids on projects.
 - b. R&A certifies funding availability.
8. **Contract award and obligations:** R&A is responsible for:
 - a. Validating funding for contract awards, options, alternates and change order documents for B/A 54, B/A 55 and B/A 80.
 - b. Preparing obligating documents and verifying data in NEARS.
9. **Work progress reviews:** R&A coordinates input from field office and RPMS during the construction phase and provides it to D&C in writing.
10. **Line item escalations:** When the available funding authority is insufficient to complete the project scope, the region submits an escalation request to Central Office with a justification. (See Line Item Training Manual.)
11. **Approval of line item escalations:**
 - a. Central Office for 10 percent or less.
 - b. Congressional approval for greater than 10 percent.
12. **Line item savings:** Savings from line item projects can be used on B/A 54 projects or to fund escalations of other line item projects.



PROJECT ACCOMPLISHMENT

PROSPECTUS PLANNING



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PROSPECTUS PLANNING

1. **General:** A prospectus is submitted to the PWCs for authorization when the estimated cost of the alterations in Government-owned or leased space exceed the annual limitation.
2. **Guidelines for development:** Prospectuses are developed in accordance with guidelines in Appendix 1.
3. **Project development funding:** BERs and PDSs are funded from B/A 90.
4. **BERs:** Contract BERs are required for all future year R&A design prospectus projects. Two copies are submitted to RPMS when requested. BERs submitted after the RPMS deadline are considered for the next cycle.
5. **BER waiver:** Exceptions for limited scope or single element projects may be requested from RPMS.
6. **BER review:** Central Office reviews and evaluates the need, cost, and scope of each project. On-site visits to inspect each project are made and written comments are provided to the region for resolution.
7. **Capital reinvestment managers:** The R&A Chief coordinates building needs into a comprehensive and coordinated plan by using:
 - a. Building inspections by in-house staff
 - b. Contract BERs
 - c. Other studies (HBPPs, seismic evaluations, handicap accessibility reviews, energy retrofit studies, health and safety surveys)
8. **PDSs:** A PDS is required for all prospectus projects submitted to the PPRB.
 - a. R&A identifies projects to D&C for H/A 90 resource planning.

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- b. R&A reviews and concurs in final PDS scope of work.
- c. R&A coordinates RPMS comments on PDS submissions for D&C.
- d. The PDS, prospectus, and cost estimates are submitted annually as scheduled in the Capital Program Planning Call.

9. **PPRB Process:**

- a. PPRB member makes on-site visits to review cost and scope of each prospectus project.
- b. RPMS evaluates PDSs and prospectuses prior to PPRB regional presentations.
- c. After region presents projects, PPRB makes final decisions on program levels, projects, and budget requests.
- d. The total capital program is presented to the Commissioner, PBS, and Administrator, GSA, prior to submission of budget request.

10. **OMB Process:**

- a. The budget and prospectuses are transmitted to OMB in September.
- b. OMB evaluates the program and budget.
- c. The approved budget request and prospectuses are transmitted to Congress in January for PWC authorization and appropriation.

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11. **B/A 55 allowances:** Allowances are issued once funds are appropriated. with funding as scheduled by the region, and with specific project identifiers (line item, project control, work item and ASID numbers). (See the Line Item Training Manual.)
12. **Project review:** R&A reviews and validates A-E scope of work and design for conformance to the prospectus/line item. Written comments are provided to D&C.
13. **Construction phase evaluation:** Central Office R&A selects and reviews line items recently completed or under construction each year. A report of the approved work items and the work completed is issued to the Assistant Commissioner, RPMS, and the Regional Director, RPMS.
14. **Status Report of Approved Public Buildings Projects:** (See Appendix 4.) This report is updated annually and includes all authorized, on-going R&A prospectuses and those previously completed. An annual update of schedules, completion, and total obligations is submitted to RPMS within 30 calendar days after the end of the fiscal year.
15. **Emergency projects:** When an emergency situation occurs:
 - a. Take minimum action to protect personnel and facilities and prevent loss and further property damage.
 - b. If further work is required to restore service, notify Central Office of the emergency.
 - c. Central Office evaluates the situation and either:
 - (1) Uses the authority in GSA's appropriation to notify Congress to make additional funds available, or

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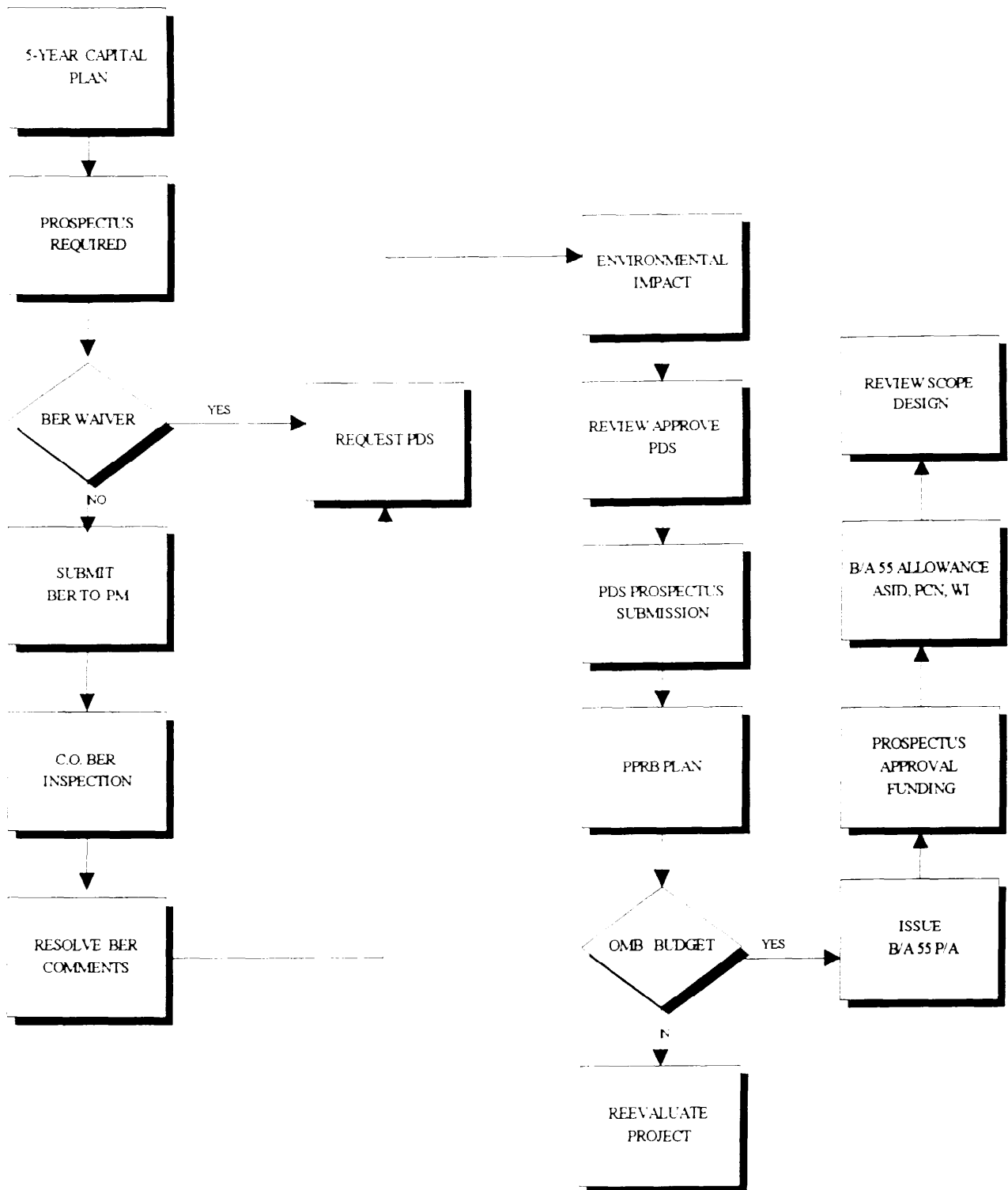
- (2) If final corrective actions are not an emergency, the normal prospectus and line-item appropriation process are followed.

16. **Closing out prospectuses:** The regions notify RPMS to close prospectuses when:

- a. Prospectus work items are completed regardless of whether:
 - (1) All outstanding obligations have been paid.
 - (2) Contractor claims are pending.
- b. The fund authorization has been exhausted or the remaining authorization is insignificant (less than \$100,000).

17. **Annual prospectus project award:** Completed building-wide, quality R&A prospectus modernizations are recognized annually:

- a. Regions nominate projects for consideration.
- b. Region submits project description and justification.
- c. R&A Division conducts on-site evaluation of projects and recommends award to the Assistant Commissioner, RPMS.
- d. Regions are notified of project awards.
- e. Plaques are awarded to the ARA, PBS; R&A Branch, and field office.



PROSPECTUS PLANNING

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Prospectus Guidelines

1. A prospectus is the work required to be accomplished at the same time to correct, modify or upgrade a building as a result of deterioration or changes in use; to extend the life of the facility; or to address a specific need or problem. It may not include all the work identified in the 5-year plan in the GSA computerized inventory of R&A work. For prospectus projects, incidental work is that which is subordinate to and necessary for the accomplishment of the specific work items included in the prospectus project. Incidental work is, therefore, to be funded with line item prospectus funds. Other work items which are not part of the prospectus project (separate and unique work items), but which, as a matter of economy and efficiency, are to be accomplished concurrently with the prospectus work, must be charged to the non-line item budget activity 54 account or to a separate prospectus project, unless they are reimbursable from client agencies.
2. New or additional work identified during the course of a prospectus project, which is separate and unique from the identified prospectus work, may be accomplished concurrent with the prospectus work when it will result in greater economy and efficiency. Such work items may be funded from the non-line item budget activity 54 account if the estimated cost of the work is below the applicable prospectus threshold. However, if the estimated cost of any new or additional work exceeds the prospectus threshold, a new or amended prospectus must be authorized before undertaking such work. Existing prospectus authority and line item funding may not be used to fund new or additional prospectus level work. Only additional work considered as incidental to the identified prospectus project should be accomplished with line item funds.
3. Unrelated requests by different agencies for standard-level alterations in a building need not be combined into a single project or joined with other

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nonrecurring work in determining the need for a prospectus. For example, separate standard level alterations resulting from space reassignments such as, a \$900,000 standard level alteration project, a \$700,000 standard-level alteration project, and a \$600,000 project for other nonrecurring work may be obligated for a building within one fiscal year without a prospectus. However, if the standard-level alterations requirements of one or more agencies are combined as a part of a planned program to backfill vacant space, the work shall be considered as a single project subject to the prospectus limitation.

4. Recurring work is exempt from prospectus requirements regardless of the cost.
5. Asbestos abatement work required as a result of, or incidental to identified prospectus work must be treated as prospectus work and charged to line-item funds. Asbestos abatement work which is separate and unique from identified prospectus work should be charged to non-line item funds or treated as separate work. Generally, recurring asbestos maintenance work is not part of a prospectus project and, should be charged to non-line item funds.
6. Design and Construction (D&C) Services (budget activity 90) for traditional projects are funded from the Federal Buildings Fund. These include all design-related services and management and inspection of construction, travel, printing, and reproduction. D&C Services are not added to construction costs in determining the need for a prospectus. The D&C Services in-house costs associated with a prospectus is not included as part of the limitation.
7. For Design/Build projects, in-house preparation costs are funded from B/A 90 while the contractors design costs are part of the overall lump sum bid and therefore R&A costs.
8. Alteration prospectuses are prepared only for projects where costs exceed the annual limitation. Work requirements are not split to avoid submitting a prospectus.

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9. If upon receiving bids for a nonrecurring project originally estimated to cost less than the annual limitation, the actual bid exceeds it, or the bid plus a reasonable amount for change orders exceeds it, an award is not made. An award of a nonrecurring project in either instance above may violate the Annual Appropriation Act and the Anti-Deficiency Act (31 U.S.C 1341).
10. Prospectuses are submitted for nonrecurring work that exceeds the annual limitation for buildings delegated to occupant agencies. GSA prepares and submits prospectuses for delegated buildings.
11. Reimbursable projects are treated as separate and distinct requirements and are not combined with other reimbursable projects or nonrecurring work for determining when a prospectus is submitted. Reimbursable work over the annual limitation funded by another agency is not subject to prospectus requirements if the agency certifies that the appropriation from which payment is to be made is available for the work (see FPMR 101-19.302). GSA accepts an agency's certification; the client agency's certifying officer assumes responsibility for its validity and sufficiency.
12. A prospectus is submitted for leased space post initial occupancy alterations to exceed the annual limitation (direct or reimbursable funded), regardless of whether the payment for the alterations is in a lump sum or amortized into the rent. The types of post occupancy projects that will require a lease alterations prospectus includes the following:
 - a. Alterations for any tenant agency after initial occupancy by that tenant agency,
 - b. Alterations to prepare the space for backfill by any tenant agency other than the original Government occupancy under the current lease; and
 - c. Improving building systems or architectural features after initial occupancy under the current lease.
13. Alteration prospectuses include construction costs. Moving and temporarily relocating displaced agencies to leased space are funded in other budget activities.

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14. United States Postal Service buildings are defined as “public buildings” in statute and are therefore subject to the annual limitation.

**PROGRAM DESK GUIDE
JUNE 1993**

JAN 17 1986

Honorable Robert T. Stafford
Chairman, Committee on Environment
and Public Works
United States Senate
Washington, DC 20510

Dear Mr. Chairman:

The attached policy guidance for repairs and alterations of Federal buildings has been revised in accordance with recent meetings between our staffs. I would like to take this opportunity to thank you for the staff's invaluable assistance in working with us to provide a concise and comprehensive policy statement. This revised policy will replace the one under which the General Services Administration has operated since 1961. We are proceeding with the implementation of these guidelines immediately in our day-to-day operations.

Sincerely,

(signed) Terence C. Golden

Terence C. Golden

Enclosure

NOTE: IDENTICAL LETTER TO:

Honorable James J. Howard
Chairman, Committee on
Public Works and Transportation
House of Representatives
Washington, DC 20515

RETYPE FOR CLARITY

**PROGRAM DESK GUIDE
JUNE 1993**

GENERAL SERVICES ADMINISTRATION

**POLICY GUIDANCE FOR REPAIRS AND
ALTERATIONS OF FEDERAL BUILDINGS**

PROSPECTUSES:

Under the Public Buildings Act of 1959, as amended, a prospectus must be submitted to the Committee on Environment and Public Works of the Senate and the Committee on Public Works and Transportation of the House of Representatives for approval when the estimated cost of repairs and alterations in a building exceeds \$500,000. The approved prospectus amount is not a legal limit on the amount GSA may obligate for prospectus work in a given building, but is an authorization of the Appropriations Committees to appropriate funds. The Appropriations Act governs the amount which may be obligated and may either be higher or lower than the prospectus amount.

For the purposes of administration and securing approvals under Section 7 of the Act, a prospectus project is defined to include all items of work proposed for accomplishment at the same time in a building to correct the results of deterioration, to provide for changes in use or improvements to extend the life of the facility, or to address a specific need or problem. All incidental items necessary to provide a fully usable feature, system, space, or facility must be part of the project, including what would normally be considered recurring repairs.

An Initial Space Alteration (ISA) is a project to accommodate agencies' space needs including the conversion of space from one use to another. Unrelated requests by different agencies for ISAs in a building need not be combined into a single project or joined with other nonrecurring repairs in determining the need for a prospectus. However, if the ISA requirements of one or more agencies are combined as a part of a planned program to backfill vacant space, the work shall be considered as a single project subject to the prospectus limitation.

For purposes of determining prospectus limitations, certain categories of work can be excluded as follows:

1. Day-to-day maintenance and recurring repairs (with the exception of those incidental to a prospectus project).

Enclosure to January 17, 1986, memorandum to PWCs.

Appendix 2 - Policy Guidance Letters to PWCs

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**PROGRAM DESK GUIDE
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- 2 -

2. Repair and alteration work funded by other agencies on a reimbursable basis if that agency certifies that the appropriation from which payment is to be made is legally available for the proposed work.
3. Repair and alteration work otherwise authorized under other laws including Appropriations Acts (e.g., emergency repairs).
4. Repairs and replacements in leased buildings. However, notification of the Committee on Environment and Public Works of the Senate and the Committee on Public Works and Transportation of the House is required at least 30 days prior to award of a contract for alterations in leased buildings estimated to exceed \$500,000.

LINE ITEMS

Line item projects are those projects for which a prospectus is required under the provisions of the Public Buildings Act of 1959 and for which over \$500,000 is to be obligated within a given fiscal year. Line item projects are listed individually in GSA's Appropriations Act and the obligational authority for each project limited to the amount shown therein.

The line item amounts themselves are considered to be for the purposes stated in the budget justification. Funds are available to GSA until expended, subject to the 2-year expiration provision included within the appropriations language. The 2-year provision is considered to be satisfied when obligations which constitute a "project start" (e.g., design work which is properly chargeable against the Design and Construction Services appropriation) are made against a project.

Amounts appropriated for line item projects may be escalated, from available repair and alteration funds, by up to 10 percent of the amount appropriated pursuant to the Appropriations Act, or by a greater amount if advance approval is given by the Committees on Appropriations of the House and Senate. Savings from a line item project completed at a cost lower than the appropriated amount may be applied to other repair and alteration activities. Additional line item projects may be undertaken and modifications made in the scope of the line item as follows:

RETYPE FOR CLARITY

Enclosure to January 17, 1986 memorandum to PWCs.

Appendix 2 - Policy Guidance Letters to PWCs

Page 3 of 4

**PROGRAM DESK GLIDE
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1. A line item or part thereof may be used for work not described in the line item as justified in the budget request. If the work is included in the scope of the approved prospectus, prior notification of the Congress is not required. However, if the work is not within the scope of the prospectus, the Committees on Appropriations and Environment and Public Works of the Senate and the Committees on Appropriations and Public Works and Transportation of the House must be notified and given an opportunity to comment.
2. Additional line item project funds may be made available for projects for which prospectuses have been fully authorized by the Senate Committee on Environment and Public Works and the House Committee on Public Works and Transportation, if advance approval is obtained from the Appropriations Committees of the Senate and the House.
3. Emergency work in excess of \$500,000 may be accomplished in accordance with the provisions of annual appropriations acts.

RETYPE FOR CLARITY

Enclosure to January 17, 1986, memorandum to PWCs.

REPAIR AND ALTERATION PROGRAM



**General Services Administration
Public Buildings Service**

PROGRAM DESK GUIDE
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REPAIR AND ALTERATION PROGRAM
STANDARD OPERATING PRACTICES

Alterations include repairing, remodeling, improving, or extending or other changes in a public building. R&A funds all alterations costing in excess of \$10,000 for direct construction activities. Needed work costing less than \$10,000 is funded out of the Maintenance and Operations account of the Federal Buildings Fund (B/A 61). B/A 61 costs are excluded from prospectuses.

Prospectuses identify all work, including integral recurring items, necessary in the foreseeable future which are required to be accomplished at the same time.

Recurring corrective actions to offset deterioration and obsolescence are exempt from the prospectus limitation and are funded out of B/A 54.

Moving, relocation, and telecommunications costs (B/A 61), when a PBS responsibility, are not included in prospectuses. Swing space alterations related to a prospectus project are charged to B/A 55.

Leasing space for relocation of clients on a temporary or permanent basis to provide working and swing space in a building as a result of a R&A project is funded in the Rental of Space account (B/A 53). If such action exceeds the prospectus limitation for leasing prospectuses authorization is required.

Individual agency space alterations occasioned by space assignments and reassignments are exempt from the prospectus if they are unrelated and individual costs are less than the prospectus threshold.

Emergency situations require immediate action to protect life and property. Line items to correct emergency situations are created by obtaining approval from the Appropriations Committees without a prospectus authorization.

PROGRAM DESK GUIDE
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R&A funds are managed in two separate budget activities in the overall Federal Buildings Fund account: Non-line item (B/A 54) and line item prospectus (B/A 55) projects which are sub-limitations within the total appropriation.

Client agencies fund for above standard space and services on a reimbursable basis. Reimbursable work can be certified by the client as exempt from prospectus authorization. If the tenant cannot certify this exemption, GSA prepares and submits the reimbursable prospectus for authorization.

A prospectus is a specific set of work items with their associated costs. Other work outside this scope, contracted for at the same time, is funded from the non-line item and, as appropriate, reimbursable budget activities.

The Appropriation Act includes a provision to start a line item project within 2-years or the funds lapse back into the FBF. A project start is defined as valid financial obligations for either the design phase or construction contract award.

Line item (B/A 55) project escalations up to 10 percent of the appropriation are approved by the Commissioner of the Public Buildings Service, GSA. Escalations in excess of 10 percent require Appropriations Committees approval.

Funds utilized for line item escalations are made available from the non-line item account (B/A 54) or from savings from other line item projects (B/A 55).

Savings from line item projects are returned to the overall R&A account and used for other line item escalations or for non-line item projects.

Contractor claims settled against the Government in line item projects can be paid from the non-line item account if no line item funds remain.

Lump sum payments for post initial standard occupancy alterations in leased space are funded in B/A 54. If the cost exceeds the current prospectus limitation for leased space, GSA submits a prospectus for authorization.

PROGRAM DESK GUIDE
JUNE 1993

Status of Report of Approved Public Buildings Projects

CURRENT FUNDED ALTERATION PROJECTS					
Location (State and City)	Prospectus Number	Description	Total Estimated Maximum Cost	Prospectus	
				Date Approved	
				House	Senate
NEW YORK					
Brooklyn	PNY06372	9th & 3rd Ave - Modernization	11,472,000	6-03-87	7-17-87
Brooklyn	PNY89009	Emanuel Cellar FB - Space alterations, HVAC, misc	16,000,000	5-05-88	4-24-90
New York	PNY01283	FB 201 Varick - HVAC, firesafety, space alterations	14,475,000	6-03-87	7-17-87
New York	PNY01302	CTHSE Foley Square - Additional Court facilities, elevators, modernization	4,655,000	6-03-87	7-17-87
New York	-	CTHSE Foley Square - Sprinklers	8,900,000	-	-
New York	PNY02421	US Mission - Miscellaneous repairs	4,300,000	4-28-88	5-05-88
New York	PNY02821	Javits FB - Install fire & lifesafety and upgrade HVAC	13,721,000	6-28-90	4-24-90
Rochester	PNY03041	Keating FB - Repair marble facade	6,800,000	4-28-88	5-05-88
Rochester	PNY03042	Keating FB - Elevators & HVAC	1,994,000	6-28-90	4-24-90

PROGRAM DESK GUIDE
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Status of Report of Approved Public Buildings Projects

Current Status			Remarks
Fiscal Year Funding	Estimated Completion Date		
	Design	Construction	
1988	Cancelled	Cancelled	Emergency Project Escalated - \$2,800,000
(5,100,000) 1990 (3,915,000) 1991	Completed 5-91	11-91	
1988	Completed	9-92	
1988	Completed	9-92	
1985	Completed	9-92	
1989	Completed	6-92	
1991	Completed	3-91	
1989	Completed	8-91	
1991	Completed	3-91	

PROGRAM DESK GUIDE
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Status of Report of Approved Public Buildings Projects

LOCATION CITY AND BUILDING	PROSPECTUS NUMBER	AUTHORIZED	AMOUNT	COMPLETED	OBLIGATIONS
ALABAMA					
Anniston, FB-CT	PAL00041	4-16-62	308,000	6-65	298,908
Birmingham, PO-CT	PAL00111	4-29-60	666,000	6-65	559,155
Birmingham, PO-CT	PAL00112	3-24-70	1,498,155	6-73	1,498,155
Montgomery, PO-CT	PAL00431	4-13-65	332,000	6-69	317,845
ALASKA					
Anchorage, PO-CT (Old)	PAK00011	4-04-63	528,000	9-78	234,303
Anchorage, FB/Old	PAK00012	9-16-82	8,389,900	6-91	8,389,899
Fairbanks, PO-CT, Jail	PAK00061	4-16-62	564,000	Cancelled	0
Ketchikan, FB	PAK00051	7-27-77	1,478,576	5-80	1,468,415
ARIZONA					
Phoenix, FB-CT	PAZ00521	7-27-77	1,303,000	1-83	1,061,449
Phoenix, FB-CT	PAZ00522	12-10-79	965,000	2-84	701,200
Phoenix, FB-CT	PAZ00523	6-16-82	1,724,000	4-88	1,432,245
Phoenix, FB/CTHSE	PAZ00524	10-30-86	762,000	6-91	474,849
Tucson, PO-CT	PAZ00151	10-10-74	1,139,000	9-79	1,023,646
ARKANSAS					
None					
CALIFORNIA					
Alameda, FC	PCA07611	11-16-81	1,772,000	2-85	1,713,216
Bell, FWC	PCA01431	4-16-62	2,700,000	9-77	2,089,960
Callexico, BS	PCA05001	4-04-63	1,862,000	Cancelled	0

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Attachment A

Name		
Location	Prospectus	Total Obligations
<u>Prospectus Number</u>	<u>Amount</u>	<u>Thru 10-31-XX</u>

Federal Bldg. 536 S. Clark St., Chicago PIL00544	\$14,174,300	\$5,578,263
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This project should not be closed out, ASID VIL83010, PCN IIL81018 is for exterior repairs and will not be complete until October, 19XX.

Dirksen, FB 219 S. Dearborn, Chicago PIL02052	\$3,325,500	\$1,091,305
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This project should not be closed out. ASID VIL82004, PCN IIL77005 is for cross-typing the chilled water system, and will not be complete until January, 19XX.

Federal Building-Courthouse Cleveland, OH POH00333	\$3,431,000	\$3,087,840
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Federal Building-Courthouse Columbus, OH POH00462	\$5,020,000	\$3,639,345
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We concur that the Cleveland and Columbus prospectuses can be closed out.

**PROGRAM DESK GUIDE
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MANUALS

Purpose/background: This section identifies in one place the GSA Orders, Handbooks, and other references which relate to the Repair and Alteration Program. The Repair and Alteration Branch (Division NCR) should have these documents on hand and make arrangements to be on the listing for distribution of any changes to the documents, GSA orders and related changes can be obtained from the GSA National Forms and Publication Center Warehouse 4, Dock No. 1, 4900 South Hephill Street, Ft. Worth, Texas, 76115. The following is a listing and brief description of documents relating to the R&A program:

PBS P 1022.2, Protection of Historic Properties. Outlines the procedures to be followed by GSA in administering Historic Properties in accordance with Section 106 of the National Historic Preservation Act of 1966.

ADM 1095.1D, Environmental Considerations in Decision Making - Prescribes procedures for implementing the laws, Executive Orders, and directives concerning all major GSA actions that significantly affect the quality of the human environment.

ADM 1095.2, Consideration of Flood plains and Wetlands in Decision Making - Prescribes the uniform procedures to be followed in implementing the laws and Executive orders concerning all GSA actions that affect flood plains and wetlands.

PBS P 1095.4B, PBS Preparation of Environmental Assessments and Environmental Statements - Prescribes procedures to be followed in preparing environmental assessments (EAs) and environmental impact statements (EISs) for proposed Federal projects and actions undertaken by the Public Buildings Service (PBS) in facility planning programs.

PBS P 1410.7, PBS Budgeting System - Prescribes the policies and procedures governing the preparation and justification of the Public Buildings Service (PBS) budget request, the execution of the budget to the point of issuance of allotments and operating budget plans, and the information and analysis necessary to these processes.

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APD P 2800.2, Source Selection Procedures - Provides GSA contracting activities with guidance on the use of such source selection procedures and advice as to the appropriate application of various sources selection techniques.

PBS/PQ-100, Facility Standards for the Public Buildings Service - Establishes minimum quality standards and criteria for the design, construction, repair, and alteration of Federal buildings to ensure that tenant agencies are being provided with facilities that are functionally efficient, well designed, compatible with the local environment, safe, and economical to construct, operate and maintain and which are in compliance with Federal laws, policies, and other established Government requirements.

PBS/PQ-140, GSA Child Care Center Design Guide - Contains criteria for planning and designing child care centers in GSA-owned or controlled spaces. It is intended for use in developing future centers and expanding or renovating existing centers.

COM P 4240.1, Accounting Classification - Establishes uniform procedures relative to the accounting coding for control of appropriated funds and those other nonappropriated funds which are subject to fund and cost control. It establishes a system for coding of transactions to provide for accumulation of expenditure data in levels of detail and summary required by all echelons of GSA management and for budget submission.

COM P 4251.3B Budget Administration Manual - Discusses the basis for budget administration in the Federal Government, and how the process is implemented within the General Services Administration.

PBS P 4261.1. National Electronic Accounting and Reporting System - Public Buildings Service Accounting Procedures Handbook, and Training Guide - Contains the procedures used within PBS for processing and analyzing National Electronic Accounting and Reporting (NEAR) System financial information.

PBS P 5800.18B, Operation and Maintenance of Real Property - Used by all GSA personnel engaged in the operation and maintenance of real property as a concise source of information on and reference to the policies, procedures, and practices governing the operation and maintenance of Federal Buildings and leased space.

PBS P 7000.2A, Assignment and Utilization of Space - Contains instructions and information governing the assignment and utilization of general purpose space to Federal activities and certain non-Federal activities.

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ADM 7800.8B, Providing and Outfittine State Offices for Members of the U.S. House of Representatives - Prescribes procedures and guidelines for use in planning and providing space, telephone service, printing services, office furniture, furnishings, carpeting, draperies, and miscellaneous services in the district offices of U.S. Representatives.

ADM 7800.9A, Providing and Outfitting State Offices for U.S. Senators - Prescribes procedures and guidelines for use in the planning and providing of space, telephone service, office furniture, furnishings, and other miscellaneous services (i.e., storage, moving costs) for U.S. Senators.

Agreement Between The General Services Administration and the United States Postal Service Covering Real And Personal Property Relationships and Associated Services - Outlines the relationships of GSA and U.S. Postal Service concerning real and personal property management.

Desk-Build Request for Proposal Guide - Supports procurement of Design-Build construction projects for the GSA. It serves as an RFP model, suggesting general content and format, thereby facilitating contract development. Through use of this document, uniform procurement practices are applied that are consistent with GSA policies and procedures.

FED - STD - 795, Uniform Federal Accessibility Standards - Presents uniform standards for the design, construction, and alteration of buildings so that physic-ally handicapped persons will have ready access to and use of them in accordance with the Architectural Barriers Act, 42 U.S.C. 4151-4157. The document embodies an agreement to minimize the differences between the standards previously used by four agencies (the General Services Administration, the Departments of Housing and Urban Development, Defense, and the United States Postal Service) that are authorized to issue standards under the Architectural Barriers Act, and between those standards and the access standards recommended for facilities that are not federally funded or constructed.

FPMR 101-17-21 - Prescribe policies and procedures relative to the assignment and utilization of space, acquisition of interests in real property, construction and alteration of public buildings and grounds, and the furnishing of space in Government-owned and leased buildings.

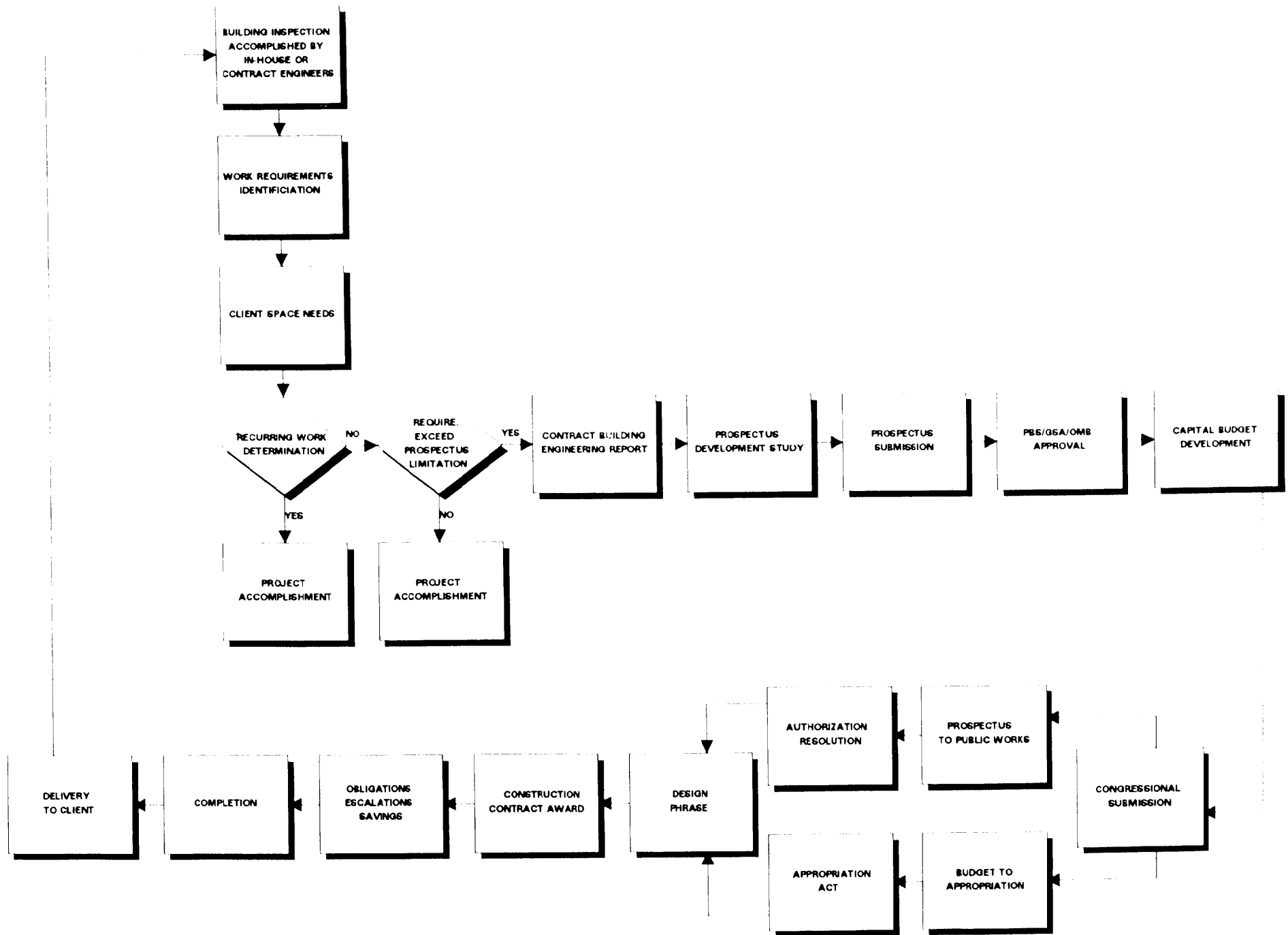
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Prospectus Development Study Guide - Defines requirements for a Prospectus Development Study (PDS), as applied to new construction or line item R&A projects.

Standard Level Features and Finishes for U.S. Courts Facilities (May 1992) - This document establishes standard features and finishes to be funded by the General Services Administration.

United States Border Station Design Guide. Contains criteria for the planning and design of United States Border Stations.

United States Courts Design Guide. Provides design criteria for renovating existing court buildings, retrofitting other types of buildings, renovating and retrofitting historic buildings, accommodating courts in multi-tenant and leased facilities, and other circumstances.



REPAIR AND ALTERATIONS PROCESS FLOW CHART

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GLOSSARY

ABOVE STANDARD ALTERATIONS. Client agency requirements which exceed the standard level for a particular classification of space are considered above standard. Above standard alterations are listed in FPMR 101 - 17.208 Appendix A.

ACCEPTABLE REINVESTMENT LEVEL, (ARL). A general purpose office building's operating systems and interior finishes are approximately 40 percent of its construction cost. Modernization renews these systems and finishes. Therefore, as the initial basis for establishing an acceptable reinvestment level (ARL), no more than 60 percent of a building's functional replacement value (FRV) is to be reinvested in a modernization project. The ARL can be increased by an additional 10 percent for properties ranked in the upper third of PBS's historic building inventory on its Historic Quality Index and 5 percent for structural strengthening in seismic zones 3 and 4. On a case-by-case basis, the ARL, which is initial guidance, can be increased above the levels noted above based upon appropriate regional justification for special requirements or extraordinary conditions.

ACCOUNTING SYSTEM IDENTIFICATION (ASID) CODE. This is an 8 character NEAR system coding number required for all IBAAAs and contract documents. The first character of the number identifies the type of project and the second and third characters identify the site where the project is located (except "A" and "B" type reimbursable projects).

AGENDA STAFF. Forum used by the regions to plan, schedule, and discuss projects. Structure and membership varies from region to region. The R&A Branch (Division NCR), and representatives from Design and Construction, Planning, Real Estate, and Contracts usually attend these meetings.

ALLOTMENT. Document delegating the authority to obligate funds, as well as the legal responsibility for their administration and control, to a named recipient. Within GSA, all legal authority and responsibility under statute, including signature authority, has been delegated by the Administrator to the Comptroller, and is reserved at the level. All allotments are issued to the Comptroller as allottee, and only the Comptroller or designee is authorized to sign an allotment.

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ALLOWANCE. An administrative subdivision of resources within the limits of an allotment. It is used in GSA to provide operating elements with the authority to incur obligations. The total of allowances may not exceed the authorities on the allotment. Allowances are issued by the Comptroller to a designated official. the allowed, either a Regional Administrator or a Head of Service or Staff Office.

ALLOWANCE (GSA FORM 3282). This is a single allowance issued to Regional Administrators for all non-prospectus projects approved for the year. These allowances are annual in nature, and include NOA plus any unobligated balances from the prior year that are reallocated.

ALTER. Section 13(5) of the Public Buildings Act of 1959 defines “alter” to include repairing, remodeling, improving, or extending or other changes in a public building.

ALTERATION. A limited scope repair, replacement, improvement, or remodeling of systems, space, and features to protect the health and safety of the occupants, to ensure the continuity of building and agency operations, and to meet clients’ mission and space requirements.

ANTI-DEFICIENCY ACT. Section 3679 of the Revised Statutes, as amended: Title 31, U.S.C., Ch. 13 and 15. This legislation enacted by Congress prohibits incurring obligations or making expenditures (outlays) in excess of amounts available in appropriation acts. It also fixes responsibility for the creation of any obligation and therefore assigns blame for violations. At GSA, the Comptroller has the final legal responsibility under the act, however, any GSA employee who contributes to over obligating an appropriation or fund is subject to the same penalties as the Comptroller.

APPROPRIATION. An act of Congress that permits Federal agencies to incur obligations and make payments out of the Treasury for specified purposes.

ASSET MANAGEMENT GUIDE (AMG). A document which is prepared when a major modernization project is completed providing detailed information on the building, its equipment and finishes, and the responsibility of both GSA and the agency to manage the facility to maintain the quality environment achieved. The AMG is distributed to the client agency(ies) and GSA personnel and retained for future reference to manage the facility.

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A51 SPACE CHANGES. Costs of: (1) space adjustments funded by agencies on a reimbursable basis and performed by field office utilizing force account personnel or contracting authority and charged to B/A 80; (2) non-initial standard level alterations funded by PBS whose estimated costs are \$10,000 or less; and (3) touch-up or non-scheduled painting, all of which is not authorized on a repair project (B/A 54), not part of cyclic painting or related to mechanical maintenance and repair (A40). A5 1 costs are charged to B/A 61.

A57 INITIAL SPACE ALTERATION (ISA). Costs of standard level alterations funded by PBS whose estimated costs are \$10,000 or less. A57 costs are charged to B/A 61.

A58 CYCLIC PAINTING. Costs of labor, supervision, supplies, materials, and contractual services in support of cyclic painting program whose estimated costs are \$10,000 or less. A58 costs are charged to B/A 61.

A-104. OMB Circular No. A-104 prescribes a methodology for economic analysis to determine whether to lease or own a capital asset. GSA uses the provisions of the A-104 to calculate the present value costs of housing employees in leased space, a new building, or in renovated space for a 30-year period. For each year, dollar costs are escalated and then discounted back to the base year to estimate the present value cost. The sum of all 30-years present value calculations is the total present value cost of undertaking a particular alternative. The alternatives are then compared to determine the program decision to be pursued.

B/A 54. Budget Activity (B/A) 54 is a no-year activity used for repair and alteration (R&A) projects that are not a part of a line item. B/A 54 projects are listed as a lump sum in the Congressional budget. This budget activity funds only construction costs. B/A 54 projects have an estimated construction cost of between \$10,000 and the prospectus limitation unless they are recurring in nature.

B/A 55. Budget Activity (B/A) 55 is a no-year activity used for R&A projects that require a congressional line-item appropriation and a prospectus authorization. Funds from this activity cover only construction costs (except design build). Each B/A 55 project request appears as a separate line-item in the congressional budget and is authorized as such in the appropriation language.

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B/A 61. Budget Activity (B/A) 61 provides for the operation of GSA controlled-owned and leased facilities. It includes programs such as cleaning, elevator operations, mechanical and electrical operations, repairs under \$10,000, utilities and fuel, protection, moving and telecommunications, and other related and supporting services. This activity also provides for payments to other Government agencies (under separate agreements) for building operations performed by them in GSA controlled facilities.

B/A 80. Budget Activity (B/A) 80 is part of the Reimbursable Program under which GSA provides services that are above the standard level of service provided to Federal agencies and private-sector tenants in GSA-operated buildings. GSA is reimbursed for these services through reimbursable work authorizations (RWAs, GSA Form 2957). There are two types of RWAs: non-recurring and recurring. Non-recurring RWAs are used for services with a clearly identifiable cost. Recurring RWAs are used for services for which the cost is difficult to separate from those same services performed under the standard level of service. R&A provides non-recurring reimbursable services which are either (A-type non-prospectus) or (B-type prospectus).

B/A 90. This budget activity provides for design, management and inspection of new construction projects, repairs and alterations prospectus and non-prospectus projects, and non-project-specific technical services. This includes funding for salaries and related benefits for the Office of Real Property Development personnel in the regions and Central Office, payments under architectural/engineering (A/E) contracts, and all related costs such as travel, printing, advertising, and defense of claims against the Government.

BUILDING ENGINEERING REPORT (BER). A formal document prepared to provide a current analysis of a building's overall structural and operating systems. The report provides a preliminary scope of work with budget estimates to alter the building. A BER is required for all prospectus projects.

BUILDING FILE. A Building File is maintained for each Government owned building where GSA has repair and alteration responsibility. The minimum documentation included in the Building File is an 8 by 10-inch exterior photograph of the building, an analysis of the buildings retention, an inspection report, and a work item planning and assignment log.

PROGRAM DESK GUIDE

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BUILDING NUMBER. This is an eight character alpha-numeric code assigned to each building of the PBS inventory, The building number is a cost center, to which costs are charged and reported. Building numbers are furnished by the PBS/IS to the Accounting System. The building number must be entered on GSA Form 2949 (NEAR Financial Extension Document) whenever the first digit of the function code is an alphabetic character or with any function code relating to R&A projects.

CAPITAL PROJECTS DATA INPUT DOCUMENT (CPDID). This document must accompany GSA Form 3285 when the regions initially request funds on a B/A 55 project. It is used by the Office of Finance to establish in NEARS information that links line item to ASID numbers. The document is also used by regions when making changes in ASID's, PCN'S and/or WI's where the change alters neither the scope of work of the line item nor the amount allowed. For such changes an information copy of the CPDID must be submitted to the Commissioner PBS, ATTN: Office of Controller, within 5 work days of approval by the Assistant Regional Administrator.

CAPITAL REINVESTMENT MANAGER. The R&A Branch Chief (Division Director NCR) is the capital reinvestment manager and is responsible for ensuring that in the accomplishment of capital projects all building needs are brought together as a comprehensive and coordinated project plan.

CAPITALIZED WORK. The procedure used to expense (through depreciation) the capitalized value of a building and its improvements over its useful life. Under Section 12.5 "Property" Title 2 of the General Accounting Office Policy and Procedures Manual For Guidance of Federal Agencies, R&A expenditures shall be capitalized if the estimated cost of the work is at least 2 years. All R&A work is capitalized with the exception of engineering studies, interior and exterior painting, cleaning, pointing, and reimbursable space alterations (work categories 200, 810, 815, 820, and 612 respectively).

CLAIMS. The amount submitted by a contractor for work alleged not to be included or clearly identified in contract or for time delays. Funds for claims may be made available from available B/A 54 funds or from line item savings.

COMMUNITY PLAN. A specific evaluation of the Federal population within a geographic area to determine the most efficient actions necessary to meet the housing requirements of Federal agencies.

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CONSTRUCTION PHASE EVALUATION. An inspection accomplished by Central Office representatives to ensure the scopes of line item projects are being accomplished as approved in the congressional budget and prospectuses.

CONSTRUCTION PROSPECTUS. This document requests authorization from the PWCs to seek an appropriation to accomplish the construction phase of planned alterations work at a specific location in accordance with the Public Buildings Act of 1959, as amended.

COR/COTR. The R&A Branch Chief (Division Director NCR) must be either the Contracting Officer's Representative (COR) or Contracting Officer's Technical Representative (COTR) for BERs.

CYCLICAL PAINTING. Painting which is accomplished on a regularly scheduled basis. Exterior painting is scheduled on a 3-year cycle, interior office painting on a 5-year cycle, interior public space on a 3-year cycle, and mechanical space on a 10-year cycle.

DECISION FACTOR ANALYSIS (DFA). This is a screening methodology used to rank the potential vulnerability of buildings to a seismic event based on parameters such as seismic zone, type of construction, building type and year of construction.

DESIGN. A combined narrative and graphic representation of an alteration of an existing facility or construction of a new facility. The design process includes development of detailed plans, specifications, and drawings which are ultimately marketed for construction award; includes evaluation of soil conditions; other required surveys and tests; and incorporation of appropriate Public Law requirements, regulations and criteria.

DESIGN/BUILD. A contracting method which involves performance criteria to obtain lump-sum competitive bids for the design and construction of an alteration project with the award going to the lowest responsible and responsive bidder. The design is developed by the contractor based on the technical requirements of the specifications. The specification provides requirements for the design documents and submissions, and quality assurance for construction work. The Design/Build contracting methodology is most effective for alteration projects which are either limited in scope and repetitive or where the requirements are not expected to experience on-going changes during the design and construction phases.

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DESIGN PROSPECTUS. This document requests authorization from the PWCs to seek an appropriation to design projects scheduled 'or construction in future years. The locations where design authorization is being requested is specified in the prospectus. However, a lump sum amount is requested for all locations.

EMERGENCY. Necessary measures taken to insure the immediate protection of personnel and facilities and for the preservation of life and the avoidance of further property damage (see FPMR 101-19.301.)

ENVELOP SYSTEMS OR ELEMENTS. Replacement of the entire roofing felt and flashing system, repointing of all masonry joints, sealing of exterior openings (doors and windows), and cleaning, waterproofing the exterior masonry.

ESCALATION. Appropriations language provision that the limitation enacted for each line item R&A project may be escalated by 10 percent (or more, if approved by Congress) when the increase can be funded from savings in other line item R&A projects or from non-line item R&A funds.

EXISTING CONDITIONS REPORT. First phase of the BER which lists items deficient in condition, operating efficiency, and appearance. The region assesses this data and makes initial programming decisions as to the work which should be accomplished by delegates, the work to be accomplished by field offices as operation and maintenance (B/A 61) work, the non-recurring B/A 54 items to be developed and scheduled, and the items to be included in a prospectus and B/A 55 line item appropriation request.

EXTENSIONS. An extension is a project that increases the physical size of a building by adding floors, wings, or blocks of space, or by infilling light courts. Extension costing less than the annual prospectus limitation are funded from the R&A program and those over this limitation are funded from the new construction program.

FEDERAL BUILDINGS FUND (FBF). The Federal Buildings Fund (FBF) is an intergovernmental revolving fund authorized and established by the Public Buildings Amendments of 1972 (Pub. L. 92-313). Its purpose is to finance real property management and related activities of GSA's Public Buildings Service (PBS). Operations of the fund are financed by income from rent charged for space and services provided to Federal agencies

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using space in GSA-controlled buildings. The FBF does not function like a true revolving fund because it is subject to congressional limitations on the use of available revenue.

FBF PROJECT ALLOWANCE (GSA FORM 3285). Allowance document issued to Regional Administrators for R&A line item projects. Part 1 of the allowance identifies the project being funded, including both accounting and program information. It also indicates the total amount authorized for the project, including approved escalation or savings. The total project/line item authorization is the enacted NOA limitation as adjusted by approved escalation/savings, or the currently estimated cost to complete the project. Part II of the form establishes amounts approved for obligation, allows for any necessary remarks, and contains signatures of regional and Central Office officials. The allowance conveys limitations subject to GSA's system for the administrative control of funds.

FUNCTIONAL REPLACEMENT VALUE (FRV). A building's functional replacement value (FRV) is based on providing the same square footage (amount and types) as exists but not replicating the existing design features, materials and finishes. This FRV calculation includes four factors: (1) the type and amount of space, (2) the FBF Rent factors, (3) the State construction adjustment indices and (4) a cost estimate for constructing general purpose office space. Data for factors 3 and 4 are published annually in the General Construction Cost (GCC) Review Guide for Federal Office Buildings issued by the Office of Real Property Development. These factors are applied to a specific building to calculate an FRV. Annual FRV updates for evaluating the economics of reinvestment projects will be developed for each building proposed for modernization in the regions' 5-year Capital Plan and for the buildings in the annual Building Engineering Report design submission. The gross square footage to be replaced is made up of the office, special, storage, and other space in a building. The FBF Rent construction factors in the FRV calculation are 1.0 for Office, 1.7 for Special, 0.7 for Storage, and 0.9 for other spaces. The estimate to construct general office space is determined from the GCC and is weighted by the FBF Rent adjustment factors to estimate the space replacement cost. The GCC State cost factor is then applied to the total square footage cost.

GENERAL PURPOSE SPACE. Space which is determined by GSA to be suitable for the general use of agencies. General purpose space is categorized as office, storage or special.

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GROSS SQUARE FOOTAGE. All floor area (including all openings in floor slabs) measured to the outer surfaces of exterior or enclosing walls, and includes all floors, mezzanines, halls, vestibules, stairwells, service and equipment rooms, penthouses, enclosed passages and walks, inside parking, finished usable space with sloping ceilings (such as attic space) having 5 feet or more headroom, and appended covered shipping or receiving platforms at truck or railroad car height. Also included in gross floor area, but calculated on one-half of actual floor area, are covered open porches, passages and walks, with appended uncovered receiving and shipping platforms at truck or railroad car height.

GSA-CONTROLLED SPACE. Space assigned to an agency by GSA under authority of the Federal Property and Administrative Services Act of 1949, as amended, or by authority of any other statute. It includes any space for which an agency pays GSA directly.

GSA-DIRECTED MOVE. Any relocation action which occurs as a result of an emergency, a GSA initiated repair/alteration project, or GSA directed consolidation. GSA is responsible for paying standard alterations, replication of the current above-standard alterations, moving and like telecommunication service for the relocated agency.

HISTORIC BUILDING. Building listed in or eligible for listing in the National Register of Historic Places. In accordance with the National Historic Preservation Act of 1966, as amended (16 U.S. C. 470), GSA must not alter, demolish, impair, or dispose of any building listed on the National Register until the Advisory Council on Historic Preservation has had an opportunity to comment on the proposed action in accordance with the provisions of 36 CFR Part 800.

HISTORIC BUILDINGS PRESERVATION PLAN (HBPP). Documents which outlines the historic and architectural areas, features and elements of a building. The HBPP indicates preservation/historic zones for project planning purposes and day-to-day repair and maintenance needs. An HBPP must be prepared to serve as a guide for planning R&A work for buildings on or eligible for listing on the National Register of Historic Places.

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IMPROVEMENTS. An improvement project is (1) the replacement in kind of inoperative or deteriorated piece(s) of equipment, or is (2) the installation of different systems, equipment, and features to provide state of the art technology for cost effective operations. Improvements extend the overall useful life of the building and its components to serve the long-term needs of client agencies. Improvements which are replacements in kind as defined in (1) above are recurring work and are not subject to the prospectus limitation. Improvements defined under (2) are subject to the prospectus limitation.

INSPECTION. Cyclic engineering reviews of a building, its systems and equipment, finishes and features, on a schedule not to exceed every 5-years. Items of work identified as a result of inspection are programmed for funding over a 6-year plan of the current operating year and the next 5 succeeding years. Inspections can be accomplished by in-house or contract personnel.

INTRA-BUDGET ACTIVITY AUTHORIZATION (IBM). Use of this document (GSA Form 3286) enables one Federal Buildings Fund (FBF) activity to accomplish work or provide service for another. The IBM is an internal document that authorizes one FBF activity to charge directly to another.

INVENTORY. The work that has been identified through engineering inspections and evaluations that has not been accomplished. This work is scheduled in RACATS over a 6-year plan; the current operating budget year and the succeeding 5-years.

JOINT-USE SPACE. Occupiable space, such as cafeterias, conference rooms, credit unions, snack bars, and certain wellness/physical fitness facilities and child care centers, which is available for common use by personnel of any Federal agency.

LIMITED SCOPE ALTERATION. Limited scope repair, replacement, improvement or remodeling of systems, space, and features to protect the health and safety of the occupants and the property, to provide for the continuity of building and agency operations, and to meet clients' mission requirements.

LINE ITEM NUMBER. This is an eight character identifier which tracks all obligations against a line item project. The first character is L, the second and third are the state code, the fourth through sixth are numerics which identify a building within a region and the seventh and eight are the fiscal year of the appropriation.

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LINE ITEM PROJECTS. Line-item projects are those over the prospectus limitation shown in the annual R&A Congressional request and for which the Congress authorizes funds on an individual basis.

LINE ITEM SAVINGS. Savings from completing a line-item at lower cost than expected. Savings can be either identified (savings determined before project completion) or declared (determined at the point the project is physically and financially completed). Savings from line item projects can be applied to B/A 54 or to escalate other line-item projects.

MAINTENANCE REPAIR. Cost of labor supervision, supplies, materials, and contractual services for all repairs, replacements, modifications, and restorations whose estimated cost is \$10,000 or less and not already included in the tour, watch, preventive maintenance and service call programs. Maintenance repairs are funded from B/A 61.

MANAGEMENT AND INSPECTION. The physical examination of the quantity and quality of materials and workmanship put in place at a construction site to ensure conformance with contract requirements. This function includes project review to ensure adherence to procurement regulations; safety program enforcement; determination of contract modification needs; development of cost and time estimates; and the evaluation of construction progress to determine contractor payments.

MODERNIZATION. Comprehensive reinvestment in a building to replace and improve major operating systems, interior space and finishes, and building features which result in a building with a new expected useful life equal to that of a new building.

MOST VULNERABLE BUILDINGS (MVB). These are buildings that have the most potential for damage in the case of a seismic event based on the applicable seismic zone and specific type of construction.

NATIONAL ELECTRONIC ACCOUNTING AND REPORTING (NEAR SYSTEM). GSA's automated accounting system. The NEAR system records, classifies, and summarizes the financial activities of GSA. It facilitates administrative control of funds through fund status reports. It also combines fund, general ledger, and cost accounting with billing, disbursement, and collection activities in a single, integrated system.

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NEW OBLIGATIONAL AUTHORITY (NOA). Authority to obligate available revenue provided through annual appropriations acts. NOA for capital program (construction, repairs and alterations, and related design and construction services) is available without time limited (no-year authority).

NON-LINE ITEM PROJECTS. Non-line item projects are nonprospectus projects (recurring and nonrecurring) from \$10,000 up to the prospectus limitation. Recurring work in excess of the prospectus limitation is also considered to be non-line item in nature.

NONRECURRING WORK. Any improvement, remodeling, or extension to a building structure, equipment, systems, or grounds that materially prolongs the useful life of the building system, or features by replacement, upgrading, or installation of new equipment, systems, or features. Nonrecurring work is subject to the prospectus limitation.

OBLIGATION. An obligation is a building agreement for goods and services rendered. When a legal agreement for a future payment of money has been placed, an obligation has been made. Succeeding payments for obligations made need not be in the same accounting period, nor are expenses the same as obligations. Expenses are recorded at the time when goods or services have been received, frequently much later than the time the obligation was made. Obligations may be for undelivered orders or delivered orders depending upon whether the good or services has been received or not. Total obligations for a given time period consist of all legally binding agreements made during that time period whether or not they have been received.

OCCUPIABLE AREA, The portion of the gross area which is available for use by an occupant's personnel or furnishings, as well as space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars. Occupiable area includes space available for an occupant's personnel and furnishings which is used to provide circulation, whether or not defined by ceiling high partitions. Occupiable area does not include space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply storage and issue rooms.

OFFICE SPACE. Space which provides an environment suitable in its present state for an office operation.

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ONE TIME DELEGATION. Authority given by the Administrator (over \$250,000) or Regional Administrator (\$250,000 and under) to an agency to accomplish specific one-time repairs and alterations in a GSA government-controlled building.

PLANNING ADVISORY COMMITTEE (PAC). The PAC, a technical support staff to the Planning and Project Review Board (PPRB), is chaired by the Deputy Assistant Commissioner for Planning. Members are the directors: Project Development Division, Planning and Analysis Division, Art and Historic Preservation Division, Repair and Alteration Division, Safety and Environmental Management Division, Office of Real Estate, and Office of Design and Construction; Deputy Controller; and Deputy Assistant Commissioner for Procurement. The PAC review and proposes projects in relation to soundness of the community plan/strategy, prospectuses, scopes of work, cost estimates, economic viability, and delivery capability.

PERFORMANCE MEASUREMENT SYSTEM. System used to measure regions' progress in obligating B/A 54 program as planned and budgeted. The established performance levels for the end of each quarter as a percentage of obligations to the allowance are 70 for the first quarter, 80 for the second quarter, 90 for the third quarter, and 95 for the fourth quarter.

PLANNING AND PROJECT REVIEW BOARD (PPRB). A forum for review, analysis and decision-making concerning multi-year community facility plans, prospectus projects and related matters. Voting members are the Deputy Commissioner (Chairman); the Assistant Commissioners for Planning, Real Property Management and Safety, Real Property Development, Procurement; the Controller; and two regional administrators on a rotating basis.

PROGRAM AREAS. Classification used to specify the nature of the work when it is entered into the inventory. The program areas used are Repairs and Improvements, Space Remodeling, Safety and Environmental Management, and Special Programs.

PROGRAM CHANGE REQUEST. This is a memorandum which must be submitted to RPMS for approval when the region proposes to establish or change recurring repair projects in excess of the annual prospectus limitation. The program change request must explain the scope of the project, the need for the change, source of funding, estimated cost of the work proposed, and the estimated month of award.

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PROJECT. A project is all R&A work planned for a location in any given budget year. A project may include one or several individual work items.

PROJECT AUTHORIZATION. A Project Authorization (PA) is a document requesting the Design and Construction Division to accomplish work for R&A. PAs are created automatically when authorized amounts are input to RACATS and PCNs and ASIDs are assigned to a project, modifications are made, or by proration of construction award amounts. Adding, deleting, or canceling work items from a PA also results in the automatic printing of a PA.

PROJECT CONTROL NUMBER (PCN). This is an eight character identifier used by D&C to group work for contract purposes. The first character is used to indicate the predominant type of work in a project i.e., I=prospectus, R=nonprospectus. The second and third characters are the state code and the third through eighth are serially assigned numerics.

PROSPECTUS DEVELOPMENT STUDY (PDS). A formal document which refines the BER scope and budget through design programming services. The PDS provides an implementation strategy to address construction phasing, procurement approach, scheduling total project costs. A PDS is required for all prospectus projects submitted to the PPRB.

PROSPECTUS LIMITATION. The Public Buildings Act of 1959 requires the submission of a prospectus to the PWCs for projects over this "threshold" amount. The threshold was established at \$1,500,000 by the Public Buildings Amendments of 1988 and is subject to annual adjustment by the Administrator, GSA, based on the percentage increase or decrease in construction costs during the preceding calendar year, as determined by the composite index of construction costs of the Department of Commerce. The limitation applies only to nonrecurring projects. There are separate limitations for alterations in GSA, Government-owned and leased buildings.

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PROSPECTUS NUMBER. This is an eight character identifier assigned to each prospectus. The first character is P, the second and third characters are the state code, the fourth through seventh characters are the numerics of the building number and the eighth is a numeric indicating the number of the prospectus for the building.

PROSPECTUS PROJECT. A prospectus is a funding plan for all work that must be done in a building in order to correct malfunctions, improve or extend the life of the facility, and/or satisfy projected/use needs in GSA space. A prospectus must be submitted to the Public Works Committees (PWCs) for approval when the estimated cost of the scheduled alterations exceeds the limitation established by the Public Buildings Amendments of 1988. The requirement for submission of a prospectus is contained in Section 7 of the Public Buildings Act of 1959, as amended (40 U.S.C. 606).

PUBLIC BUILDING. Any building whether for single or multi-tenant occupancy, its grounds, approaches, and appurtenances, which is generally suitable for office or storage space or both for use of one or more Federal agencies or mixed ownership corporations, and shall include: (1) Federal office buildings, (2) post offices, (3) customhouses, (4) courthouses, (5) appraisers stores, (6) border inspection facilities, (7) warehouses, (8) record centers, (9) relocation facilities, (10) similar Federal facilities, and (11) any other buildings or construction projects the inclusion of which the President may deem, from time to time hereafter, to be justified in the public interest; but shall not include any such buildings and such construction projects: (a) on the public domain (including that reserved for national forests and other purposes), (b) on properties of the United States, (c) on Indian and native Eskimo properties held in trust by the United States, (d) on lands used in connection with Federal programs for agricultural, recreational, and conservation purposes, including research in connection therewith, (e) on or used in connection with river, harbor, flood control, reclamation or power projects, or for chemical manufacturing or development projects, or for nuclear production, research, or development projects, (f) on or used in connection with housing and residential projects, (g) on military installations (including any fort, camp, post, naval training station, airfield, proving ground, military supply depot, military school, or any similar facility of the Department of Defense), (h) on Veterans Administration installations used for hospital or domiciliary purposes, and (i) the exclusion of which the President may deem, from time to time hereafter, to be justified in the public interest.

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PUBLIC BUILDINGS ACT OF 1959. Pub. L. 86-249,40 U.S.C. 601-616. Requires the submission of a prospectus to the Public Works Committees (PWCs) for approval involving an expenditure in excess of \$200,000 for alterations in a Government-owned building.

PUBLIC BUILDINGS AMENDMENTS OF 1972. This act increased the prospectus limitation from \$200,000 to \$500,000 and established the FBF.

PUBLIC BUILDINGS AMENDMENTS OF 1988. This act increased the prospectus limitation for alterations in Government-owned buildings to \$1,500,000 and established a new prospectus limitation for alterations to leased space of \$750,000. Both of these limitations are subject to adjustment by the Administrator, GSA, based on the percentage increase or decrease in construction costs during the preceding calendar year, as determined by the composite index of construction costs of the Department of Commerce.

PUBLIC BUILDINGS COOPERATIVE USE ACT OF 1976. This Act required the Administrator to acquire and utilize space in buildings of historic, architectural, or cultural significance, unless the use of such space would not prove feasible and prudent compared with available alternatives.

RECURRING WORK. Repairing or replacing in kind parts of systems and equipment for the daily delivery of basic tenant services. Recurring work is not subject to the prospectus limitation.

REIMBURSABLE WORK AUTHORIZATION (RWA-GSA FORM 2957). This form is used to document reimbursable above standard services requested by client agencies from GSA. Through the use of this form, the Public Buildings Service ('PBS) agrees to provide materials and services and the customer agency agrees to reimburse costs.

RENIVESTMENT PROGRAM BROCHURE (RPB). An RPB is a document developed and issued to each tenant in a building when either a B/A 55 construction line item or a B/A 90 design appropriation request for prospectus projects is planned. The purpose of the RPB is to provide notification and information to client agencies of repairs and alterations work scheduled for accomplishment in a building.

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REMODELING. A remodeling project is the alteration, conversion, or reconfiguration of a building's interior space, systems, and features or exterior surfaces and openings to meet the space and housing requirements of client agencies. This work provides direct funded standard level alterations and reimbursable funded above standard alterations for quality work space and/or results in a space reclassification for RENT purposes. All remodeling work is subject to the prospectus limitation.

REPAIRS. A repair project is an action accomplished to an existing operating system, piece(s) of equipment, or building feature(s) which is required to ensure the operational continuity of the building so it can serve the mission needs of client agencies. Repairs are limited in scope and receive expeditious action to correct inoperative systems and equipment or to stop further deterioration. All repairs are recurring in nature and are not subject to the prospectus limitation.

REPAIR AND ALTERATION CONSTRUCTION AUTOMATED TRACKING SYSTEM (RACATS). RACATS is a regional work identification and project scheduling system which is used to collect and track information required to monitor and manage the Repair and Alteration program. Data (work item) in RACATS is categorized by the use of numerous identifiers - region, city, state, building, program, type of work, cost, fiscal year, funding source, and status. Building, region, and national totals are available by these various identifiers.

REPROGRAMMING. Reprogramming is the shifting of funds from one object to another within an appropriation. It involves the utilization of funds in a lump-sum appropriation accounting for purposes other than those contemplated at the time of the appropriation. Unlike a transfer, no statutory authority is required to reprogram funds. Congress implicitly confers authority to reprogram by enacting lump-sum appropriations. As a matter of law, an agency is free to reprogram unobligated funds as long as the expenditures are within the general purpose of the appropriation and are not in violation of any other specific limitation or otherwise prohibited.

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SPACE PLANNING. The process of using recognized professional techniques of space programming, planning, layout and interior design to determine the best location and the most efficient configuration for agency facilities.

SPECIAL PURPOSE SPACE. Work space which is or has been constructed and predominantly utilized for the special purpose of an agency and is not generally suitable for the use of other agencies. This includes but is not limited to, schools, hospitals, mints, embassies, and consulates.

SPECIAL SPACE. Space which has unique architectural/construction features, requires the installation of special equipment or requires varying sums to construct, maintain and/or operate as compared to office and storage space.

STANDARD ALTERATIONS. Alterations necessary to prepare an agency's space to meet a particular classification, i.e., office, storage, or special, and permit occupancy of the space. Standard alterations are funded by GSA. FPMR 101-17.208 Appendix A provides a breakout of standard and above standard alterations.

STATUS REPORT OF APPROVED PUBLIC BUILDINGS PROJECT (PBS - 143).

An annual report updating the status of all authorized and funded prospectus projects. The regions submit an update within 30 calendar days after the end of the fiscal year, including a projection of obligations through the end of the calendar year. Concurrent with this submission the regions must also provide a copy of the repair and alteration prospectus summary report (FR71L) from the NEAR system.

STORAGE SPACE. Space generally consisting of concrete, woodblock or unfinished floors; bare block or brick interior walls; unfinished ceilings; and similar construction containing minimal lighting and heating. It includes attics, basements, sheds, parking structures and other unfinished building areas.

TECHNICAL SERVICES. These Design and Construction, Budget Activity 90 services provide for planning and administration of the PBS capital improvements program including building inspections, surveys, preliminary planning, and scope development. Technical services funds BERs; PDSs; Master Planning, Seismic and Energy studies; and HBPPs.

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TRADITIONAL PROCUREMENT METHODOLOGY. This method of accomplishing alteration projects involves a two-step procurement process through an Architect-Engineer selection and design, and the solicitation and award of a competitive or negotiated construction contract. The traditional design is developed to provide detailed drawings and specifications to meet client requirements. These requirements are translated into prescriptive documents which detail the size, quantity, quality construction details, phasing coordination and end results of the project. The construction contractors can make take offs and cost estimates with some degree of confidence by what is shown on the drawings. The base bid ultimately is assumed to be the lowest, reasonable amount. The traditional methodology is most effective when the scope of work include many different types of work planned for accomplishment at the same time.

TRANSFER. Transfer authority allows moving funds between appropriations, and is prohibited without statutory authority. This prohibition is contained in 31 U.S.C. 1532, which provides that an amount available under law may be withdrawn from one appropriation account and credited to another or to a working fund only when authorized by law.

WORK CATEGORY. This is an identifier assigned to individual work items which is related directly to the general title and description of work. This identifier (WI0040 in RACATS) is provided to classify and retrieve similar work items.

WORK ITEMS. A work item is comprised of a building number and four numerics and is used when entering work in RACATS. The four numerics at the end are assigned serially.

WORK ITEM PLANNING AND ASSIGNMENT LOG. This log indicates the funding source (B/A 54 or B/A 55) for each work item identified, the fiscal year work is to be accomplished or the reason why a particular item has not been accomplished. When a work item is deleted, canceled, or combined with other work items a remark must be entered to indicate the change and reasons why. The date work items are completed must also be entered on the log. The log must be included in the Building File.

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